

## Job Aid: How to Purchase from a (G2B) Punchout

### This Job Aid shows how to:

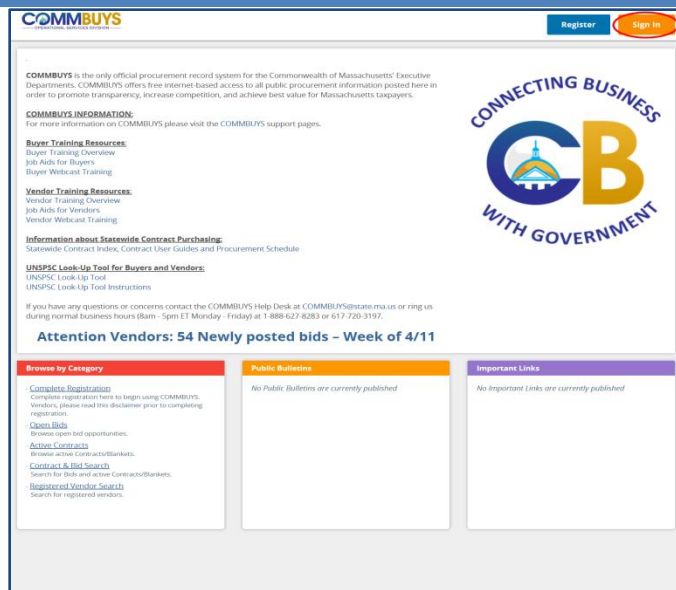
- Order from a G2B (Government to Business) Contract

### Of Special Note:

COMMBUYS' punchout provides the ability to purchase directly from the websites of certain sellers. Punchouts are integrations developed with specific sellers that allow you to start a Requisition in COMMBUYS. Buyers can 'punch out' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition.

**NOTE: Be sure to turn off your Pop up Blocker,** otherwise the vendor site will not display.

### Screenshot



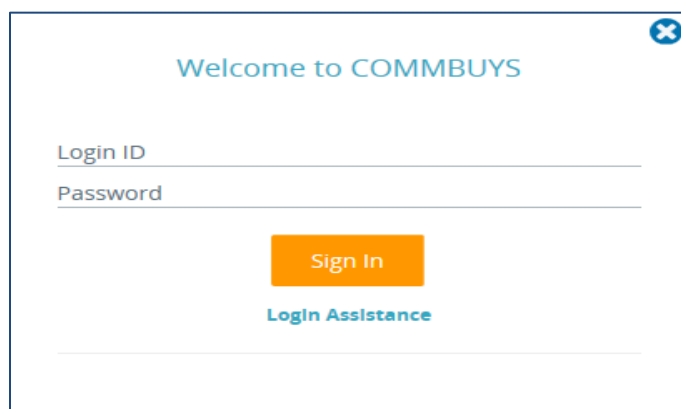
### Directions

#### Step 1: Signing in to COMMBUYS

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking on the hyperlink [COMMBUYS](#).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.

You must have either the Basic Purchasing or Department Access role to order from a G2B Catalog.

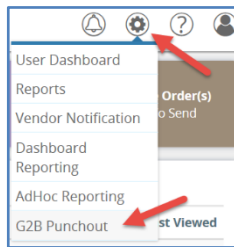
**NOTE:** In order to take advantage of the COMMBUYS feature supporting the purchase of goods from vendor Punchout Catalogs, remember to turn off the pop-up blocker in your browser.




## Job Aid:

### How to Purchase from a (G2B) Punchout

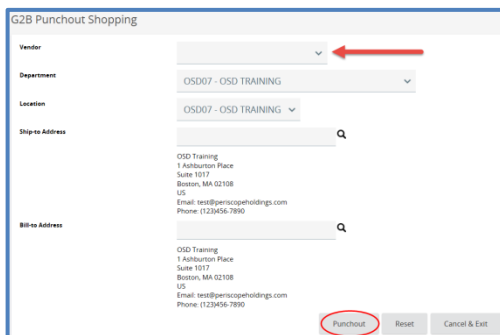
#### Step 2: Selecting the Punchout



1. Click on the '**Settings**' icon  in the upper right corner of the page.
2. Select **G2B Punchout** from the dropdown menu.

The **G2B Punchout Shopping** screen displays.

#### Step 3: Choosing a Vendor



Prior to redirection to the seller's website to view and select items, you must complete the **G2B Punchout Shopping** screen.

1. Select the **Vendor** from the dropdown list.
2. Select the **Department** and **Location**.
3. Select the **Ship-to** and **Bill-to Address**.
4. Click on the **Punchout** button.

**NOTE:** The Department, Location, Ship-to, and Bill-to **auto-fill** with the user account information. If a change needs to be made, this may be done by clicking the dropdown arrows and **Search** (magnifying glass) icons.

Punchout Requisitions cannot have different ship-to or bill-to addresses by line item. All items on one punchout can only be shipped to one address and billed to one address.

The information entered on this screen cannot be changed once you 'punch out' to the seller's website.

## Job Aid: How to Purchase from a (G2B) Punchout

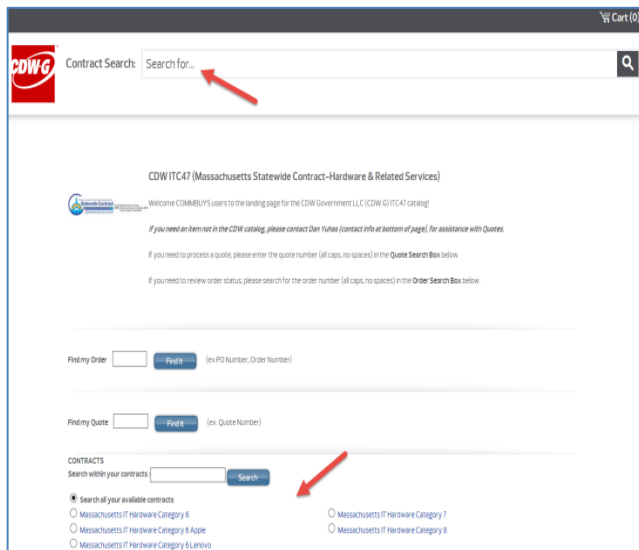
### Step 4: Selecting Items

**NOTE:** Punchout Catalogs are unique for each vendor, so the following steps may vary slightly.

The selected seller's website displays. Its appearance is similar to the seller's public website; however it will contain only the items and pricing available under the statewide contract (SWC). COMMBUYS will remain open in the background.

This example uses CDW Government LLC's punchout.

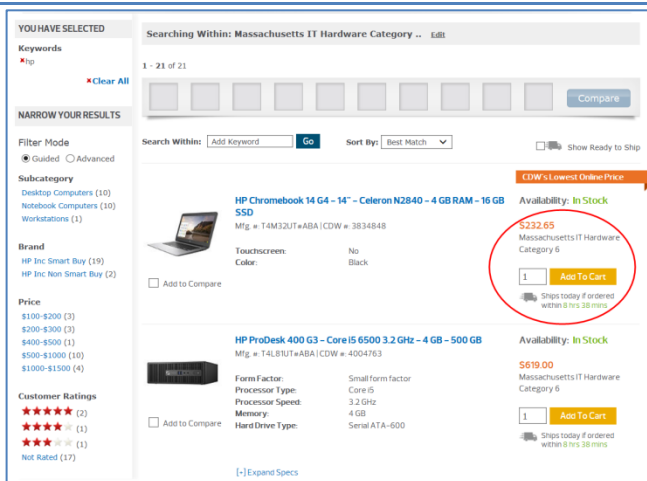
1. Select the items category needed for purchase or enter a keyword in the Search bar at the top.
2. Continue selecting sub categories (if necessary) until you locate your desired items.



### Step 5: Adding items

You can shop using the vendor's website search tools and add items to your shopping cart.

1. Choose the desired **Item** and enter the **Quantity**.
2. Click on the **Add to Cart** button.
3. Once you have chosen all your items, click on the **My Cart** icon to start the checkout process.
4. When you are finished shopping, review your cart.



## Job Aid: How to Purchase from a (G2B) Punchout

### Step 6: Checking Out

1. Ensure that quantities are correct.
2. Click on the **Checkout** button.

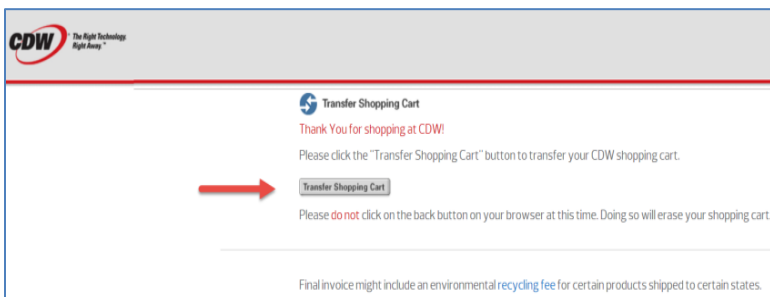


### Step 7: Completing the Check Out

Click on the **Transfer Shopping Cart** button to proceed.

**NOTE:** The **Transfer Shopping Cart** button may be called something else in another vendor's website. For example W.B. Mason's webpage reads "**Proceed to Checkout.**" Fastenal's says "**Complete Checkout.**" Graybar's says "**Return to Buying Application**".

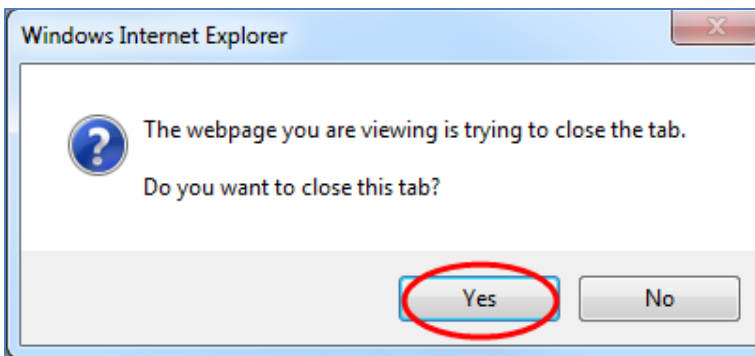
Changes cannot be made to your items once you leave this page.



### Step 8: Viewing the Dialogue Box

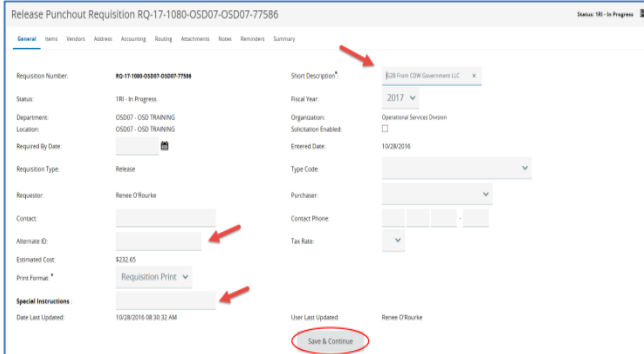
A popup dialogue box appears asking "Do you want to close this tab?"

Click on the **Yes** button.



## Job Aid: How to Purchase from a (G2B) Punchout

### Step 9: Completing the Requisition



A COMMBUYS Release Punchout Requisition displays with your selected items when the seller's website closes.

The requisition is in an 'In Progress' status. Some fields have populated from the information entered before the 'punchout'. Most of the requisition will be un-editable.

The **Short Description** field was populated but the information can be edited. This is a searchable field. Users can enter a few keywords describing the purchase and/or the SWC number they purchased from so it can be easily searched for in the future.

You may also add:

- **Alternate ID:** Enter information as required. This may include (but is not limited to) data such as a Massachusetts Management Accounting and Reporting System (MMARS) encumbrance ID or Enterprise Resource Planning (ERP)/Accounting system transaction numbers for non-MMARS users
- **Special Instructions:** Enter information as required. This may include (but is not limited to) data such as shipping drop off info, locations, additional contacts, etc.

Click on the **Save & Continue** button.

### Step 10: Checking the Items

1. Click on the **Items** tab. The items selected in the cart were brought over and are now in the Items tab of the Requisition.
2. Ensure that all the Items and Quantities are correct.

You will not be able to add or delete items that are imported during the Punchout. If an error is made you will need to start the punchout again, as no changes to the items can be made once the information has been brought into COMMBUYS.

3. Once you have verified your Items for accuracy, click on the **Summary** tab.

Release Punchout Requisition RQ-17-1080-OSD07-OSD07-77586

Status: 100 - In Progress

GeneralItemsVendorsAddressAccountingRoutingAttachmentsNotesRemindersSummary

GeneralVendorsAddressAccountingNotes

Sort by Column: Print Sequence ☐ Sort Descending Go

| Item # | Links  | Print Sequence | Quantity | Minimum Order Quantity | Catalog Price/ Unit Cost | Net Unit Cost | UOM       | Total Discount Amt. | Tax Rate | Tax Amount | Total Cost | Reprotable |
|--------|--|----------------|----------|------------------------|--------------------------|---------------|-----------|---------------------|----------|------------|------------|------------|
| 1      | Mazda Blazer # / Line # PD-16-1080-OSD06-00000007473 / 1 | 1.0            | 1.0      | 0.0                    | \$332.65                 | \$332.65      | EA - Each | \$0.00              |          | \$0.00     | \$332.65   |            |
| Total  |  |                |          |                        |                          |               |           |                     |          |            | \$232.65   |            |

## Job Aid: How to Purchase from a (G2B) Punchout

### Step 11: Submitting for Approval

Submit for Approval

Cancel Requisition

Print

After reviewing the Summary Tab for correctness, scroll to the bottom and click on the **Submit for Approval** button.

### Step 12: Validating the Order

Your order will go through the appropriate approval path. Once approved, you will receive an email from COMMBUYS.

**NOTE: No image is provided here as your approval path will vary.**

If you do not have approval paths set up in your agency, select the “**Automatic Approval**” button.

If you are given a choice of multiple approval paths, select the appropriate one.

1. Click on the **Continue** or the **Save and Continue** button.

**NOTE:** Be sure to follow your department's approval procedures and approval paths.

#### Result – **Purchase Order**

Once you have an approved Requisition, a Purchase Order (PO) is created.

- Your PO will automatically be sent to the vendor for processing
- You will receive a PO Sent email alert from COMMBUYS

The top right corner of your PO on the Summary page indicates – **Status: Sent**